

R E P O R T R E S U M E S

ED 018 596

VT 001 592

RECORDS OF SUPERVISED OCCUPATIONAL EXPERIENCE AND TRAINING IN
VOCATIONAL AGRICULTURE.

BY- BURCROFF, WALTER AND OTHERS

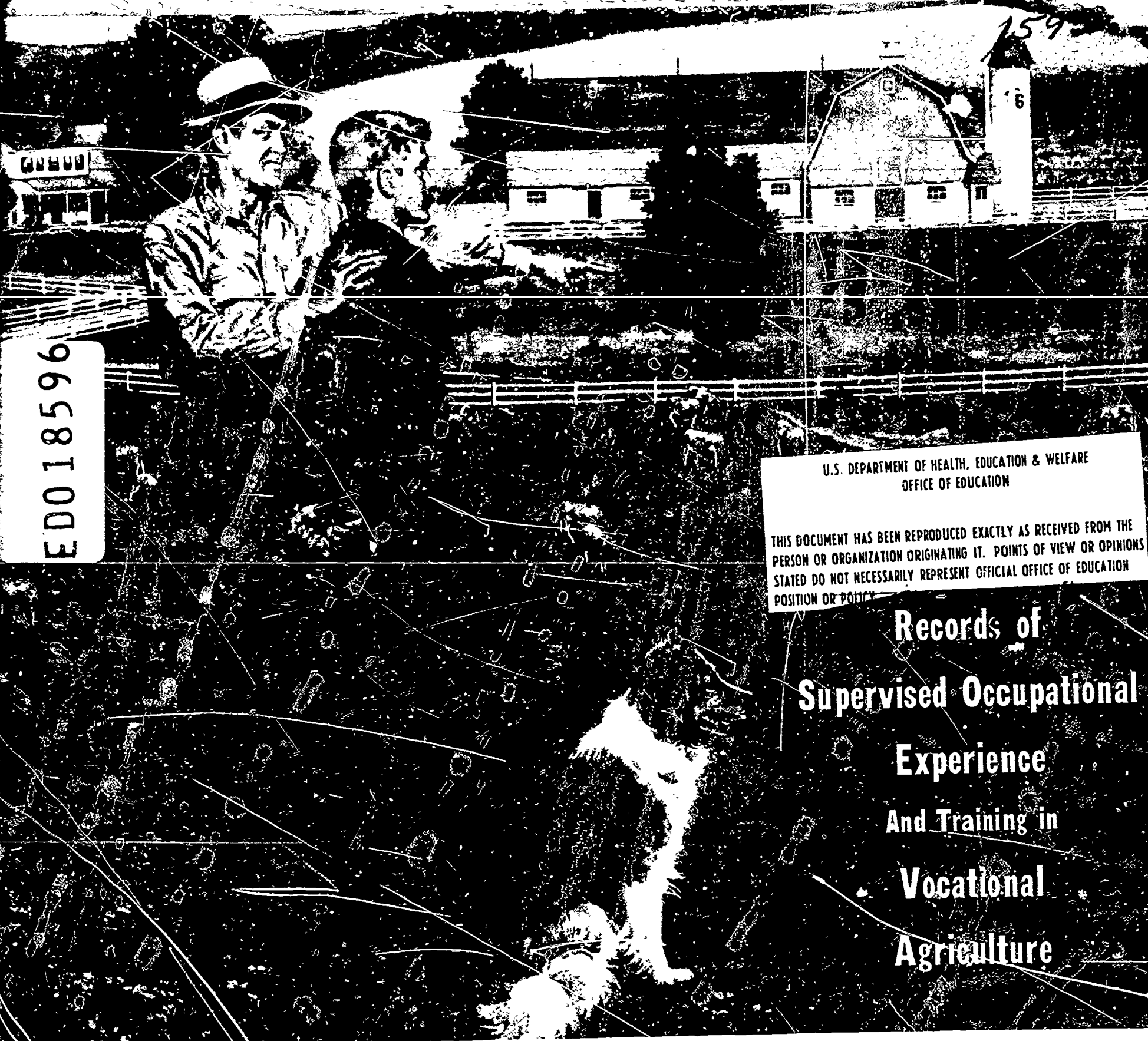
PUB DATE 64

EDRS PRICE MF-\$0.25 HC-\$0.80 18P.

DESCRIPTORS- *VOCATIONAL AGRICULTURE, *WORK EXPERIENCE,
COOPERATIVE EDUCATION, *RECORDKEEPING, *RECORDS (FORMS),

HIGH SCHOOL VOCATIONAL AGRICULTURE STUDENTS MAY KEEP
RECORDS OF THEIR SUPERVISED OCCUPATIONAL EXPERIENCE IN THIS
RECORD BOOK. DEVELOPED BY A NATIONAL COMMITTEE OF TEACHERS,
SUPERVISORS, AND TEACHER EDUCATORS, IT PROVIDES SPACE FOR
RECORDING ESSENTIAL PLANS, PLACEMENT AGREEMENTS, MONTHLY WORK
EXPERIENCES, FINANCIAL SUMMARIES, ACTIVITIES, AND
CONFERENCES. A TEACHER'S GUIDE IS ALSO AVAILABLE (VT 001
589). BOTH THIS DOCUMENT AND THE TEACHER'S GUIDE ARE
AVAILABLE FOR 50 CENTS EACH FROM THE FRENCH-BRAY PRINTING
COMPANY, CANDLER BUILDING, BALTIMORE, MARYLAND 21202.
QUANTITY DISCOUNTS ARE AVAILABLE. (JM)

159



ED018596

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE
PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS
STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION
POSITION OR POLICY

**Records of
Supervised Occupational
Experience
And Training in
Vocational
Agriculture**

"To live and work on a good farm is pleasant, challenging, and rewarding"

NAME _____ ADDRESS _____ PHONE _____
SOCIAL SECURITY NUMBER _____ SCHOOL _____
INSTRUCTOR _____ PHONE _____
SCHOOL YEAR _____ 19 _____ TO _____ 19 _____

PURPOSE OF THIS BOOK

Supervised work experience is an essential feature of a course in vocational agriculture. Your experience should include the production and marketing of crops and livestock and other experiences necessary for successful careers in agriculture. For many students, this chance for experience may be available at home. Other students with limited opportunities at home may find that placement with cooperating employers on such places as good farms, greenhouses, and nurseries which are approved by the school, may be the best way to get the needed experience. In either case this record book will assist you and your teacher in planning and conducting a program of practical work experience that will supplement your class instruction and guide you in attaining your objectives.



Specifically this book provides space for:

1. Describing the places where you work.
2. Recording the kind of experience planned.
3. Recording the details of the placement agreement.
4. Recording work experiences by months.
5. Keeping records of your accomplishments.

Records of other phases of your farming program should be kept in the manner prescribed by your teacher.

PREPARATION OF THIS BOOK

Many teachers and others assisted in testing and developing the ideas reflected in this record book. The national committee listed below is to be commended for its contributions.

WALTER BURCROFF, *Teacher of Vocational Agriculture, Connecticut*

W. R. CRABILL, *Area Supervisor, Virginia*

NORMAN HOOVER, *Teacher Trainer, Pennsylvania*

H. NEVILLE HUNSICKER, *Program Specialist, U. S. Office of Education*

HENRY L. POLIS, *Supervisor, Washington*

WILLARD WOLF, *Teacher Trainer, Ohio*

W. HOWARD MARTIN, *Teacher Trainer, Connecticut (Chairman)*

First Edition—1958

Second Edition—1963

Third Edition—1964

Order this book from the Publishers

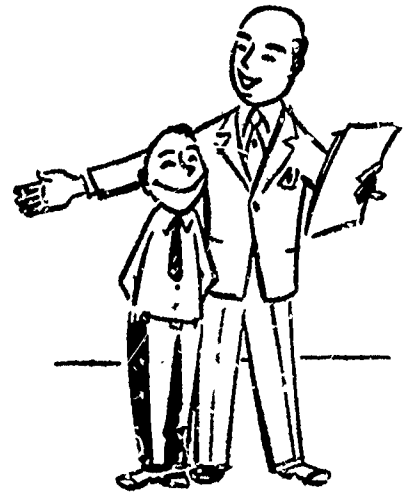
THE FRENCH-BRAY PRINTING CO.
CANDLER BUILDING
BALTIMORE, MARYLAND 21202

Prices: 1 Copy 50¢ Postage Prepaid of "Record Book" or "Teachers Guide"
4 Copies \$1.00 Postage Prepaid of "Record Book" and/or "Teachers Guide"
5 or more Copies of "Record Book" 14¢ each, plus postage or shipping
5 or more Copies of "Teachers Guide" 25¢ each, plus postage or shipping
25 Copies of pages 7-8 or page 9 of "Record Book" 50¢, plus postage

Note: When 5 or more copies are desired the company will send the books and bill the purchaser for the cost of the books plus postage.

PLACEMENT AGREEMENT

*For The Supervised Work Experience of a Student of
Vocational Agriculture*



To provide a basis of understanding and to promote business relationships this memorandum is established on _____ 19____.

This work will start on _____ 19____ and will end on or about _____ 19____ unless the arrangement becomes unsatisfactory to either party.

Person (employer) responsible for training _____

The usual working hours will be as follows:

While attending school _____

When not attending school _____

Provisions for overtime: _____

Provision for time off: _____

Liability Insurance coverage (type and amount) _____

Wages will be at the following rate(s) : Trial Period: _____

Remainder of the Agreement Period: _____

And will be paid (when?) : _____

IT IS UNDERSTOOD THAT THE EMPLOYER WILL:

_____ Provide the student with opportunities to learn how to do well as many jobs as possible, with particular reference to those contained in the Planned Program. (Pages 4 and 5)

_____ Coach the student in the ways which he has found desirable in doing his work and handling his management problems.

_____ Help the teacher make an honest appraisal of the student's performance.

_____ Avoid subjecting the student to unnecessary hazards.

_____ Notify the parent and the school immediately in case of accident or sickness and if any other serious problem arises.

_____ Assign the student new responsibilities when he can handle them.

_____ Cooperate with the teacher in arranging a conference with the student on supervisory visits.

_____ Provide other considerations: _____

THE STUDENT AGREES TO ITEMS CHECKED BELOW:

_____ Do an honest day's work recognizing that the employer must profit from his labor in order to justify hiring him.

_____ Keep the employer's interest in mind and be punctual, dependable, and loyal.

_____ Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.

_____ Be courteous and considerate of the employer, his family, and others.

_____ Keep such records of work experience and make such reports as the school may require.

_____ Develop plans for management decisions with the employer and teacher.

Other: _____

THE TEACHER, IN BEHALF OF THE SCHOOL, AGREES TO:

_____ Visit the student on the job at frequent intervals for the purpose of instruction and to insure that he gets the most education out of his experience.

_____ Show discretion at the time and circumstances of these visits, especially when the work is pressing.

Other: _____

THE PARENT AGREES TO:

_____ Assist in promoting the value of the student's experience by cooperating with the employer and the teacher of vocational agriculture.

_____ To satisfy himself in regard to the living and working conditions made available to the student.

Other: _____

ALL PARTIES AGREE TO:

_____ An initial trial period of _____ working days to allow the student to adjust and prove himself.

_____ Discuss the issues with the teacher before ending employment.

Other: _____

STUDENT _____

Address _____ Tel. No. _____

Social Security No. _____

EMPLOYER _____

Address _____ Tel. No. _____

PARENT _____

Address _____ Tel. No. _____

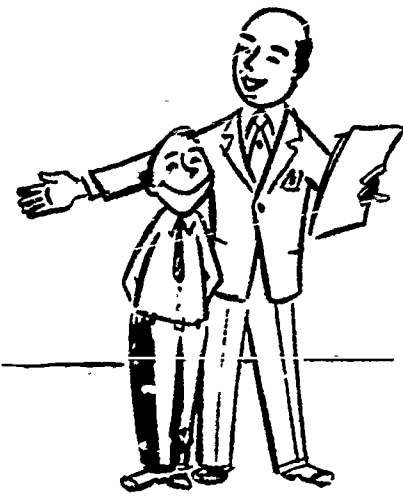
TEACHER _____

Address _____ Tel. No. _____

School Tel. No. _____

PLACEMENT AGREEMENT

*For The Supervised Work Experience of a Student of
Vocational Agriculture*



To provide a basis of understanding and to promote business relationships this memorandum is established on _____ 19____.

This work will start on _____ 19____ and will end on or about _____ 19____ unless the arrangement becomes unsatisfactory to either party.

Person (employer) responsible for training _____

The usual working hours will be as follows:

While attending school _____

When not attending school _____

Provisions for overtime: _____

Provision for time off: _____

Liability Insurance coverage (type and amount) _____

Wages will be at the following rate(s) : Trial Period: _____

Remainder of the Agreement Period: _____

And will be paid (when?) : _____

IT IS UNDERSTOOD THAT THE EMPLOYER WILL:

_____ Provide the student with opportunities to learn how to do well as many jobs as possible, with particular reference to those contained in the Planned Program. (Pages 4 and 5)

_____ Coach the student in the ways which he has found desirable in doing his work and handling his management problems.

_____ Help the teacher make an honest appraisal of the student's performance.

_____ Avoid subjecting the student to unnecessary hazards.

_____ Notify the parent and the school immediately in case of accident or sickness and if any other serious problem arises.

_____ Assign the student new responsibilities when he can handle them.

_____ Cooperate with the teacher in arranging a conference with the student on supervisory visits.

_____ Provide other considerations : _____

THE STUDENT AGREES TO ITEMS CHECKED BELOW:

- Do an honest day's work recognizing that the employer must profit from his labor in order to justify hiring him.
- Keep the employer's interest in mind and be punctual, dependable, and loyal.
- Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.
- Be courteous and considerate of the employer, his family, and others.
- Keep such records of work experience and make such reports as the school may require.
- Develop plans for management decisions with the employer and teacher.
- Other: _____

THE TEACHER, IN BEHALF OF THE SCHOOL, AGREES TO:

- Visit the student on the job at frequent intervals for the purpose of instruction and to insure that he gets the most education out of his experience.
- Show discretion at the time and circumstances of these visits, especially when the work is pressing.
- Other: _____

THE PARENT AGREES TO:

- Assist in promoting the value of the student's experience by cooperating with the employer and the teacher of vocational agriculture.
- To satisfy himself in regard to the living and working conditions made available to the student.
- Other: _____

ALL PARTIES AGREE TO:

- An initial trial period of _____ working days to allow the student to adjust and prove himself.
- Discuss the issues with the teacher before ending employment.
- Other: _____

STUDENT _____
 Address _____ Tel. No. _____
 Social Security No. _____

EMPLOYER _____
 Address _____ Tel. No. _____

PARENT _____
 Address _____ Tel. No. _____

TEACHER _____
 Address _____ Tel. No. _____

School Tel. No. _____

CUT ON THIS LINE

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours Unpaid Paid	
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	TOTAL FOR MONTH		

* Include managerial responsibilities



RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received	
	Date	No. Hours		
		Unpaid		Paid
	1		\$	
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			
TOTAL FOR MONTH				

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	Paid
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	TOTAL FOR MONTH		

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month) *	Hours Worked Per Day		Wages Received	
	Date	No. Hours		
		Unpaid	Paid	
	1			\$
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			
	TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	Paid
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
			Unpaid
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19__

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid Paid	
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL FOR MONTH			

* Include managerial responsibilities

RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received
	Date	No. Hours	
		Unpaid	Paid
	1		\$
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	TOTAL FOR MONTH		

* Include managerial responsibilities

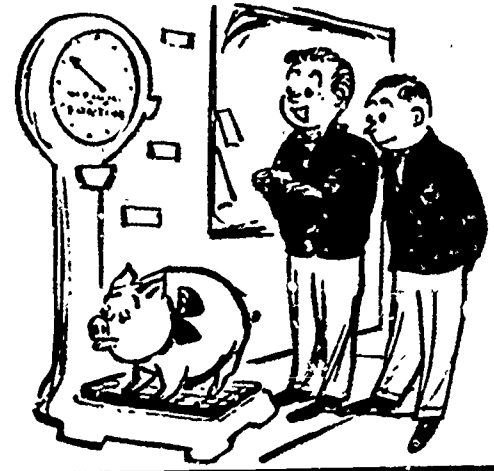
RECORD OF WORK EXPERIENCES (PAID AND UNPAID) AND WAGES RECEIVED

MONTH _____ 19____

SUMMARY OF THE WORK I DID (List the <i>different kinds</i> of jobs you did this month)*	Hours Worked Per Day		Wages Received	
	Date	No. Hours		
		Unpaid		Paid
	1		\$	
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			
TOTAL FOR MONTH				

* Include managerial responsibilities

RECORD AND SUMMARY OF NON-CASH EARNINGS FROM WORK EXPERIENCE



Year 19____ Date	A. LIVING ACCOMMODATIONS AND SERVICES (Room, meals, laundry, etc. away from home)	Quantity	Value
	Item		\$
	TOTAL	xxx	
	B. RESOURCES FOR PERSONAL FARMING (Stock, feed, use of machinery, land, etc.)		
	Item	Quantity	Value
			\$
	TOTAL	xxx	
	C. OTHER NON-CASH EARNINGS		
	Item	Quantity	Value
			\$
	TOTAL	xxx	
	GRAND TOTAL VALUE \$		

SUMMARY

1. Grand Total Value of Non-Cash Earnings.....\$ _____
2. Grand Total Value of Cash Earnings (Page 21, Column 2)..... _____
3. Total Earnings from Work Experience (1 plus 2)..... _____

MY FINANCIAL STATEMENT

Year: Beginning _____, 19____

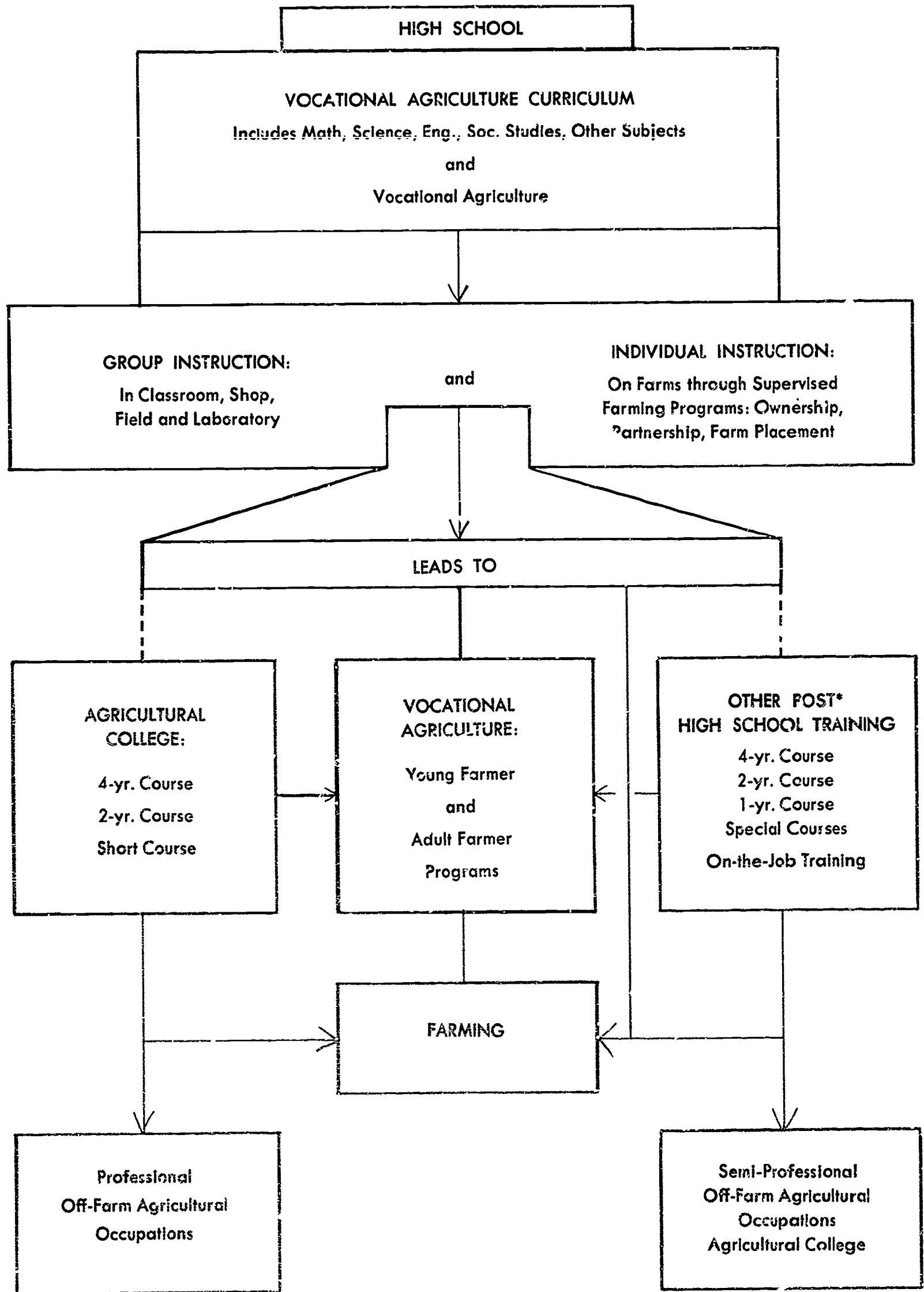
Ending _____, 19____



ITEMS	Beginning of Year	End of Year
ASSETS	\$	\$
1. Cash on hand and in Bank		
2. Cash value of life insurance		
3. Market value of stocks or bonds		
4. Accounts receivable, withholding tax, other		
5. Value of land, buildings and equipment (student's share only)		
6. Value of livestock and poultry (student's share only)		
7. Value of crop products, feed, seed, supplies (student's share only)		
8. Other assets (list)		
A. Total Assets	\$	\$
LIABILITIES		
1. Accounts payable (list)		
2. Other		
B. Total Liabilities	\$	\$
STUDENT'S NET WORTH (Item A. minus B)	\$	\$
NET GAIN OR LOSS	XXXXXXXXXXXXX	\$
	XXXXXXXXXXXXX	

A DIAGRAM OF VOCATIONAL AGRICULTURE

What It Is — Where It Leads



* Includes Area Vocational-Technical Schools, Community Colleges and other institutions where agriculture is taught.